

**PY 2002 – 2003 CPUC Energy Efficiency Program  
Quarterly Report**

Program Implementer	State and Consumer Services Agency (report submitted covers activities of its subcontractor ADM Associates, Inc.)
Title	Local K-12 School Energy Efficiency Program
Program Reference Number	177-02
Quarter	2 <sup>nd</sup> Quarter 2003
Reporting Period	April 1 through June 30, 2003

**Section 1  
Program Overview**

The California Public Utilities Commission (CPUC) awarded the State and Consumer Services Agency (SCSA) a \$4.5 million grant to implement the School Energy Efficiency (SEE) Program. The SEE Program is designed to provide a variety of energy education resources and facility improvement services free-of-charge to 55 school districts located in the counties of Fresno, Kern, Kings, Madera, Merced, San Joaquin, Stanislaus, Tulare, Yolo, El Dorado and Mariposa.

The principal objectives of the SEE Program are as follows:

- ❑ Provide classroom, professional development, and project-based learning activities designed to educate students, teachers, and school officials about energy efficiency;
- ❑ Deliver school facility improvement services to provide facility operators and administrators with technical assistance, demonstration technology, and operation and maintenance training, and
- ❑ Employ resources and activities that integrate the delivery of education and facility improvement services to promote the concept of the “school site as a teaching tool”.

To implement the SEE Program, SCSA is working with its private subcontractor ADM Associates, Inc. (ADM)<sup>1</sup>, as well as partnering with various governmental entities, including the California Integrated Waste Management Board (CIWMB), the California Department of Education (CDE), the California Energy Commission (CEC), the California Arts Council (CAC), the Department of Conservation (DOC), the U.S. Environmental Protection Agency (U.S. EPA), the Collaborative for High Performance Schools (CHPS) and the Division of the State Architect (DSA.)

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<sup>1</sup> The ADM team is comprised of the following additional organizations: Alliance to Save Energy (ASE) and Strategic Energy Innovations (SEI)

## Section II Program Summary Data

### 1. Program Expenditures

Please see the cost workbook for 2<sup>nd</sup> Quarter.

### 2. Audit/Site Surveys

#### 2.1 Preparing District Participation Plan

By the end of the second quarter, 35 school districts (out of the 45 planned for) have signed up for the program. Each school district that intends to join the program would sign an initial agreement of participation. After obtaining this agreement, ADM staff assisted the school district personnel in filling out the District Participation Plan (DPP). The DPP will essentially serve as a road map for the school district's participation in the program. Once the school district signs up for particular offerings, which include facility energy audit, maintenance staff training, mobile energy lab, educational materials and others, it can start receiving program services immediately. In the second quarter, ADM worked with twelve school districts in preparing the District Participation Plan. These school districts are listed in Table 1:

*Table 1: Districts Receiving Assistance for DPP Completion*

No	County	District
1	Kings	Kit Carson Elementary
2	Kings	Delta View Elementary
3	Merced	Merced City Schools
4	Merced	Merced County Office of Ed
5	San Joaquin	Lammersville Elementary
6	San Joaquin	Tracy Unified
7	San Joaquin	Holt Union
8	San Joaquin	Oak View Union Elementary
9	Stanislaus	Keyes Union Elementary
10	Tulare	Three Rivers Union
11	Tulare	Tulare County Office of Ed
12	Tulare	Tulare Joint Union HS

#### 2.2 Energy Audits

Once a school district signed up for the energy auditing service, ADM would work with the school district in determining which schools to be audited. The purpose of the energy of audit is to identify ways to improve energy efficiency through low cost/no-cost measures, measures that require small investment with a short payback, or even ones that require a significant capital investment to upgrade the existing equipment. The energy audit is also useful in keeping the schools informed about how well they are managing their energy use. The energy audit culminates in a report that will be issued to the school district within approximately 30-45 days after the site visit. By the end of

the second quarter, ADM engineers have performed an energy audit in 15 schools as listed on Table 2:

*Table 2: Schools with Site Visit Completed*

No.	County	District	School
1	Tulare	Lindsay Unified	Lindsay High School
2	Tulare	Lindsay Unified	Lincoln Elementary
3	Tulare	Lindsay Unified	Garvey Junior High
4	Tulare	Lindsay Unified	Washington Elementary
5	Tulare	Lindsay Unified	Jefferson Elementary
6	Kings	Kit Carson Elementary	Kit Carson Elementary
7	Kings	Delta View Elementary	Delta View Elementary
8	San Joaquin	Tracy Unified	Tracy School District Office
9	San Joaquin	Tracy Unified	West High School
10	San Joaquin	Tracy Unified	Tracy High School
11	San Joaquin	Tracy Unified	Earl Williams Middle School
12	San Joaquin	Tracy Unified	Jacobson Elementary
13	San Joaquin	Tracy Unified	Freiler Elementary
14	San Joaquin	Tracy Unified	Central Elementary
15	San Joaquin	Tracy Unified	Delta Island Elementary

By the end of the reporting period, no reports have been issued as the majority of the audits were done in late May and June.

### **2.3 Benchmarking**

Benchmarking is one of the components of the facilities services offered in this program. Each participating school will be provided with a comparison of it's current energy use relative to the energy use of other schools within the same district, county and Central Valley. ADM has started collecting energy use data for Central Valley schools from PG&E, and by the end of this reporting period has gathered data for more than 500 schools. The benchmarking results will be included in the energy audit report submitted to the schools.

### **3. Training**

During the school visit, the maintenance staff will be provided with training on specific maintenance procedures that would improve the energy efficiency within the school. The training is customized per request from the individual schools, since the types of HVAC, lighting, refrigeration and other energy-consuming equipment used in the facility and the level expertise vary greatly from school to school. The training is usually scheduled on the same day as the energy audit. By the end of the second quarter, ADM has visited and conducted training in fifteen schools as listed in Table 2 of this report.

### **4. Marketing**

#### **4.1 Coordinate Marketing with County Offices of Education**

As one of the first steps in marketing these programs to the school districts in the Central Valley, ADM contacted all eight county offices of education within the covered region to inform them about the program. Then, ADM staff requested to hold a presentational meetings for school districts at each county office. Nearly all of the county offices of education have been very enthusiastic and responsive about the program. In this quarter, an informational meeting was held in Fresno, Madera, Merced, Kern, Stanislaus and Tulare (also covered school districts in Kings) County Offices of Education. These informational meetings have been very successful, and they account for many of the districts that have signed up for the program so far. The county offices of education that often operate an independent school district have also been highly enthusiastic about the program. Many of county offices with an independent/special district have also signed up for the program. These county offices include: Kern, Merced, Stanislaus, Madera and Tulare.

#### **4.2 Database of Contacts at County and District Offices**

ADM prepared a database containing the names and contact information of key county and district offices personnel. This database also includes some useful information about each school district, such as the number of schools within the district, enrollment, participation in other related programs (e.g. After School Program), recent bond funding, as well as contact information for personnel involved in the After School program. The database will be updated weekly with new information about staff members in each school district that have been contacted, their contact info, such as addresses, phone numbers, and emails, along with the ADM staff responsible and current status of recruiting efforts. It will serve as a useful tool in coordinating recruiting efforts and preventing overlaps.

Information about all schools within the counties covered by this program is also available in a separate worksheet in the database. This worksheet includes the contact info of key personnel as well as growth cycle and demographic data for each school. All data for the schools was obtained from 2001 California Public School Directory.

The marketing database was first prepared in March. Since then, it has been used to assist marketing efforts for the program 2003. The database is updated every week throughout the quarter with new contact information, and posted on the website for all team members to access.

#### **4.3 Marketing Materials**

ADM coordinated with SCSA staff to prepare various marketing materials for distribution to school districts. These marketing materials include:

- A program resource guide describing in detail the objectives of the SEE Program as well as the broad array of available SEE Program services;
- Two-page flyer about the SEE Program, covering the educational and facility services, as well as providing a brief description of the program implementation team;
- An Initial Agreement of Participation form to be used and signed by interested school districts prior to the preparation of their district participation plan;
- A list of other available programs (as required by the CPUC) to inform school districts of other programs that may have some synergy with SEE Program services.

- Information page about the LIEE/Energy Partners and Care Programs to be distributed to parents of students.

ADM also supplied the program marketing materials for the informational meetings at the county offices.

#### **4.4 Making Personal Contact**

ADM staff continued to make personal contacts with school district and county office personnel via email, phone calls and personal visits to promote the program and recruit school districts. These school districts may or may not have existing contact persons though past projects that ADM team has been involved in. Whenever possible, phone calls and faxes were made to school officials to invite them to the closest county informational meeting in their region. These efforts have been largely successful, and together with the county offices informational meetings, they account for the 35 school districts recruited, out of targeted 45.

#### **4.5 Developing/Coordinating Industry & Association Partnerships**

ADM staff has been developing and coordinating partnerships with industry and associations. The activities that were part of this task included holding discussions with interested industries or organizations, informing their representatives about the nature and expectations of the program, as well as coordinating potential collaborations such as demonstration projects. A number of organizations have expressed interest in donating or providing energy efficient technologies for the program, especially towards demonstration projects. Table 3 provides a list of organizations that have shown interest in partnering with SEE Program.

*Table 3: Organizations Interested in Partnering With SEE Program*

<b>Contact Name</b>	<b>Organization</b>	<b>Status</b>
Ray Capowich	VELUX America, Inc.	Interested in providing daylighting for demonstration classroom
Melissa Smith	The Watt Stopper	Interested in providing lighting controls for demonstration classroom
Michael Skyler	Enerchron	Interested in providing reflective paint for cool roofs and reflective interiors
Pat Becker	Philips	Would like to donate fluorescent lamps for demonstration projects
Brian Bowman	Axis Technologies, Inc.	Interested in donating photo dimming ballasts
John Chilcott	Earth Protection Services	Offer lamp and ballast recycling services for demonstration projects
Bob Munton	PLC Multipoint, Inc.	Interested in donating lighting controls
Brent Medearis	Lithonia Controls System	Provide daylight harvesting controls, interested in the program
Todd Antepencko	Sylvania	Interested in donating lamp and ballast to demonstration projects
Patrick London	16-500	Interested in providing exterior lighting and design services

Contact Name	Organization	Status
Larry Leetzow	Magnaray	Interested in providing lighting products & services
Wendell Seay	Harmony Lighting	Interested in providing lighting products & services
Ken Hannigan	Modesto Irrigation District	Interested in partnering in the area of educational materials
Jack DeLiddo	DeLiddo&Associates	Interested in providing daylighting assistance
Kent Dunn	EZ Conserve, Inc.	Interested in providing energy management systems

#### **4.6 Partnership Outreach**

ADM facilitated a conference call with PG&E representatives within the eight counties to inform them of the program. This call was held on April 3, 2003. It was intended to gather support from the PG&E reps so that they could inform the school districts in their area of coverage about the program's availability.

#### **4.7 Weekly Conference Call**

A weekly coordination call to discuss current issues, report progress and plan activities for the upcoming week is held every Wednesday at 1:00 pm. This call involves all members of the program implementation team. Beginning early June, the frequency of this meeting was changed to once every two weeks.

#### **4.8 Program Working Website**

A program working website was created as a tool to enhance communications between team members. This website is available at:

<http://projects.adm-energy.com/schools/>

A user ID and password combination is required to enter this website. The website contains useful documents to be shared with all team members, including the contact database, weekly meeting agenda, marketing materials, and several discussion boards pertaining to recruitment activities. This website has been continuously updated with new documents.

### **5. Educational Component**

#### **5.1 Selection of Educational Materials**

ADM staff has been actively preparing the selection of educational materials to be offered as a part of the educational services. This effort includes identifying the potential educational materials based on other similar programs in the country, finding the vendor for these products, and correlating the materials to California educational standards.

## **5.2 Coordination of Educational Materials Delivery**

ADM held a meeting with CREEC Network coordinators on June 9, 2003 in Sacramento to inform them about the program and discuss various issues related to program delivery, including timing of services and contents of the educational materials. Since the meeting, ADM staff has been in communication with CREEC personnel to work out the details for program delivery.

## **5.3 Preparing Educational Material Samples**

ADM has ordered a number of educational material samples to be presented to school district personnel during the DPP preparation session. These samples would help the school district to make decisions on the educational materials that they would like to obtain.

### **Section III Customer Summary Data**

#### **1. Customer Count**

SCSA and ADM plan to recruit approximately 55 school districts in the SEE Program area. As stated in our Request for Changes, which made revisions to the Program Implementation Plan and was approved by the CPUC, ADM is responsible for recruiting 45 school districts in Central Valley counties, while SCSA is to recruit 10 school districts in the counties of Yolo, Mariposa and El Dorado.

By the end of the reporting quarter, ADM has recruited 35 out of the targeted 45 school districts. All 35 schools have signed an initial agreement of participation, that indicates their intent in participating in this program.

#### **2. Customer Enrollment**

Table 4 contains the names of school districts that have signed up so far. Some of the school districts have started to receive program services in the form of energy audit and training. The list of school districts that have received these services is shown in Table 2.

*Table 4: Participating School Districts*

<b>No.</b>	<b>County</b>	<b>District</b>	<b>No. of Schools</b>	<b>Enrollment</b>
1	Fresno	Burrell Union	1	130
2	Fresno	Kingsburg Union	4	2,052
3	Kern	Bakersfield City School District	41	27927
4	Kern	Kern County Office of Ed	6	varies
5	Kern	Lakeside Union School District	2	980
6	Kern	Lamont School District	4	2680

<b>No.</b>	<b>County</b>	<b>District</b>	<b>No. of Schools</b>	<b>Enrollment</b>
7	Kern	Mojave USD	8	2660
8	Kings	Delta View Elementary	1	90
9	Kings	Kit Carson	1	404
10	Madera	Madera County Office of Ed	5	varies
11	Merced	Livingston Union	3	2,379
12	Merced	Merced City Schools	16	11,489
13	Merced	Merced County Office of Ed	4	varies
14	Merced	Merced Union High School	4	9,219
15	San Joaquin	Holt Union	1	185
16	San Joaquin	Lammersville Elementary	1	298
17	San Joaquin	Oak View Union Elementary	1	345
18	San Joaquin	Ripon Unified School District	5	100
19	San Joaquin	Stockton Unified School District	41	37102
20	San Joaquin	Tracy Unified	15	14,366
21	Stanislaus	Gratton Elementary School District	1	108
22	Stanislaus	Hart Ransom	2	975
23	Stanislaus	Hickman Community Charter	3	1060
24	Stanislaus	Keyes Union Elementary	2	1382
25	Stanislaus	New Hope Elementary School District	2	1072
26	Stanislaus	Roberts Ferry Union Elementary	1	80
27	Stanislaus	Stanislaus Office of Ed	5	1,572
28	Stanislaus	Sylvan Union School District	9	6,866
29	Stanislaus	Turlock Joint Elementary	11	13,354
30	Tulare	Earl Mart Elementary	2	1,785
31	Tulare	Lindsay Unified	5	3,745
32	Tulare	Sunnyside Union Elementary	1	427
33	Tulare	Three Rivers Union	1	260
34	Tulare	Tulare County Office of Ed	3	varies
35	Tulare	Tulare Joint Union HS	2	4,238
		<b>Totals</b>	<b>214</b>	<b>149,330</b>

## Section IV Program Implementation

### 1. Status of Program Delivery

There are no changes to the program delivery mechanism.

### 2. Program Accomplishments

In the second quarter, 35 school districts were recruited, which represents 78% of the total number of targeted school districts. The program has been very well-received and it has generated good enthusiasm in both the county and district levels. Some of the schools have begun receiving the facilities services in the form of energy audit and maintenance training, and they have indicated a strong interest in learning the methods to cut down on energy costs. The educational services are very close to the roll-out



phase, and services delivery is anticipated to start in August or sooner, when the new school year begins.

### **3. Program Challenges**

No program challenges to report at this time.

### **4. Customer Disputes**

There have been no customer disputes in this program so far.

### **5. Compliance Items**

No compliance status to report at this time.

## **Section V Additional Items**

### **1. Coordination With Other Programs**

Every effort is made to ensure that the school districts are well informed about other available energy efficiency and environmental education programs in California, as well as other residential rebate programs such as the LIEE/Energy Partners and CARE Programs that might be applicable to students' parents. ADM staff attended a meeting among key personnel of different educational programs currently offered in the state of California on June 25, 2003. In this meeting, the roles and relationships between the programs were discussed. This meeting was particularly important in fostering links between program that could bring about the benefit of higher degree of exposure and program penetration.